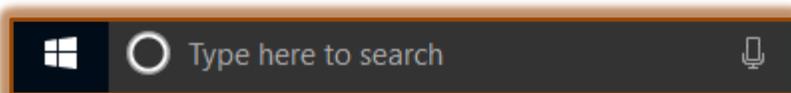# Snipping Tool

This tool can be used to capture a screen shot, or snip, of any object on the computer screen. The image can be annotated, saved, or shared. The following types of snips can be captured.

- **Free-Form Snip** – This snip tool is used to draw a free-form shape around an object.
- **Rectangular Snip** – Use this snip tool to select a rectangular portion of the object.
- **Window Snip** – To capture an entire window, such as a browser window or dialog box, use this snip tool.
- **Full-Screen Snip** – This snip tool is used to capture the entire window screen.
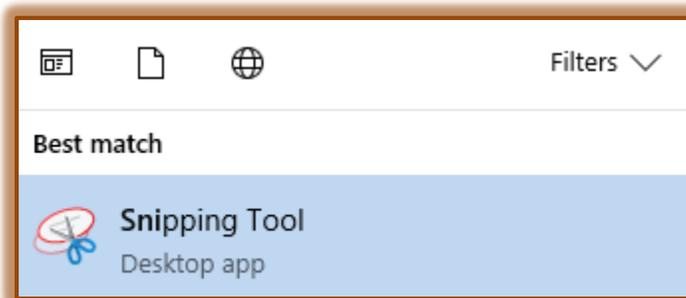
After a snip has been captured, it is automatically copied to the Clipboard and the mark-up window. In the mark-up window, it is possible to annotate, save, or share the snip.
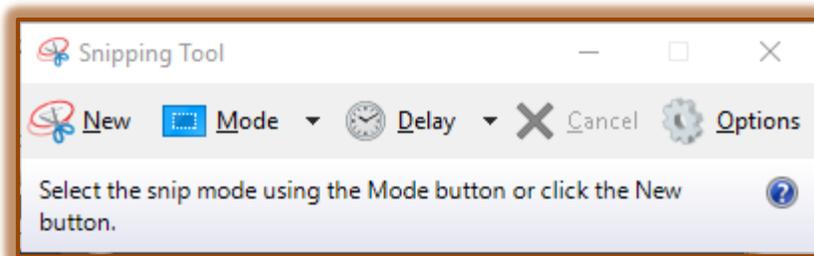
Open Snipping Tool

- In the **Search** box, input **Snipping Tool**.

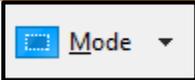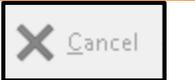- Click **Snipping Tool** at the top of the list that appears.

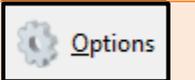- The **Snipping Tool** window will appear on the **Desktop**.
  - The Snipping Tool will appear on top of the open document or window.
  - The entire screen will be dimmed to show that nothing is currently selected.
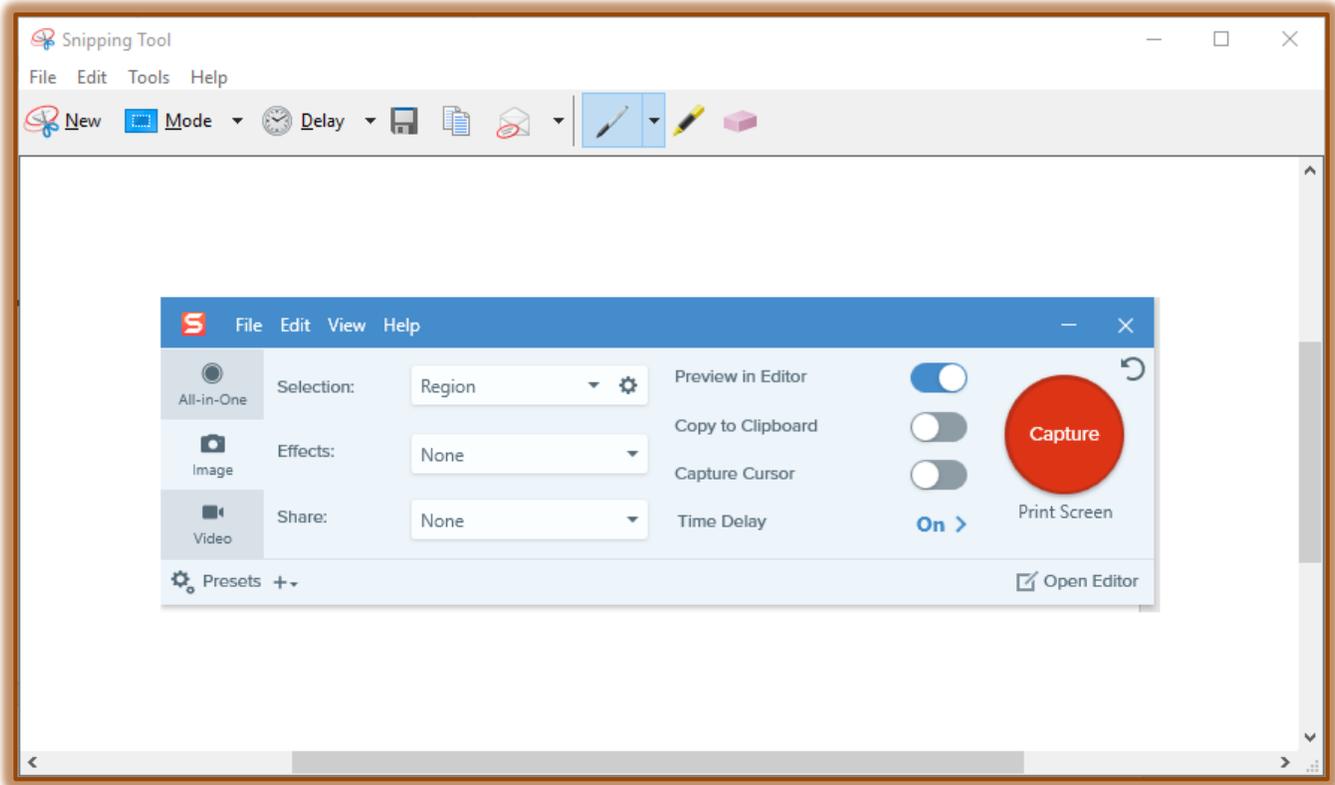

Snipping Tool Capture Toolbar

When the Snipping Tool first displays, there are five options available. These are described in the table below.

Tool	Image	Description
New		To create a new snip, select this option. When the button is selected, the background will dim to show that nothing has been selected.

Tool	Image	Description
Mode	Mode	Select a mode such as Free-Form, Rectangular, Window, or Full-Screen for the snip.
Delay	Delay	When an item needs to be opened before a snip is done, select this option. The options are No Delay to 5 Seconds.
Cancel	Cancel	To cancel a snip when delay is chosen, select this option.
Options	Options	To select different options for performing a snip, click this button.

Capture a Snip

- Click the **New** button.
- Select one of the items as described in the **Introduction** to this document.
- Select the area of the screen that is to be captured.
- The **Snipping Tool Mark-up** window will display.
- The image will appear in the window.

Snipping Tool Clip Window Toolbar

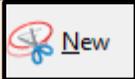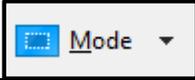| Tool	Image	Description
New	New	To create a new snip, select this option. When the button is selected, the background will dim to show that nothing has been selected.
Mode	Mode	Select a mode such as Free-Form, Rectangular, Window, or Full-Screen for the snip.

Tool	Image	Description
Delay		When an item needs to be opened before a snip is done, select this option. The options are No Delay to 5 Seconds.
Save Snip		This button is used to copy the snip to a folder on the computer.
Copy		To copy a snip so it can be pasted into a document, presentation, or other item, select this button.
Send Snip		A snip can be sent via email directly within a message or as an attachment. Click the arrow to select the option you want.
Pen		To change the color of the pen used to markup the image, click the arrow for the pen. Click the **Custom** or **Customize** options to make additional pen options.
Highlight		Click this button to highlight a portion of the snip. When the snip is copied, the highlight will be copied with it.
Eraser		Select this button to erase the pen or highlight marks made on the image.
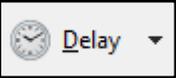
Annotate a Snip

After a snip has been captured, it is possible to write and draw on or around the snip in the mark-up window. This can be done using the pen and highlighter tools. These annotations can be removed by using the eraser tool.

Save a Snip

After a snip has been captured, it is possible to save the snip.
- Click the **Save Snip** button in the mark-up window.
- In the **Save As** dialog box, enter a name for the snip.
- Choose the location where the snip is to be stored.
- Click the **Save** button.

Share a Snip

Once a snip has been captured, the snip can be shared with others through email.
- Click the **Send Snip** button.
- Select one of the two options from the list. They are:
  - **Email Recipient** – This option will send the email with the image in the body of the message.
  - **Email Recipient (as attachment)** – To send the image as an attachment to the email message, select this option.
- The image will be sent to the specified recipient.

Keyboard Shortcuts

Press These Keys	To Do This
Alt + M	Choose a snipping mode
Alt + N	Create a new snip in the same mode as the last one
Shift + Arrow Keys	Move the cursor to select a rectangular snip area

Press These Keys	To Do This
Alt + D	Delay capture by 1-5 seconds
Ctrl + C	Copy the snip to clipboard
Ctrl +	Save the snip
Ctrl + Print Screen	Captures the entire screen, including the open menu

Capture Snip of Menu

- ♱ Open the **Snipping Tool**.
- ♱ Open the **Menu** that for which you want a picture.
- ♱ Press the key combination **Ctrl + PrtScn** on the keyboard.
- ♱ This will capture the entire screen, including the open menu.
- ♱ Click the **Mode** arrow and select **Rectangular**.
- ♱ Select the area of the screen for the **Menu**.